



07/09/04

On Site Review Compliance Planning

When it is necessary for a district to develop a compliance plan to address change required items from the On Site Review Report, the Office of School Improvement recommends the following process:

1. Create an ad-hoc committee to develop the compliance plan. This committee could consist of representatives from the building school improvement teams, building administrators, parents, and personnel from the supplementary programs.
2. Review the On Site Review Report.
3. Identify and analyze any data to be used.
4. Based on data, when appropriate, determine what changes should be made to the supplementary program(s) to bring the program into compliance.
5. Assign a person to be responsible for implementation of each change.
6. Assign a date when implementation will be completed.
7. Determine what evidence will be available to the Office of School Improvement to assure change has occurred.
8. Send the completed compliance plan to the OSI Consultant for your district.

Note: The compliance plan should reach MDE 30 days after the district's receipt of the On Site Review Report. A suggested format is attached for your use.